

DBHDS/Division of Developmental Services

SIS® Interview Guidelines

In order to ensure the SIS is completed in an accurate and effective way, the guidance below will be followed.

- Respondents will bring to the interview an open mind and empty hands.
 - No copies of SIS® booklets
 - No copies of old SISs®
 - No copies of SIS® expanded clarifications
 - No other assessments like the LOF, ICAP, etc., as they are not needed
- After providing demographic information, laptops and tablets are to be turned off and put away for the duration of the interview. Under no circumstances are laptops or tablets to be open or in operation during any other part of the interview.
- Texting is not permitted during any part of the interview. All cell phones and smart phones are to be turned off or to vibrate and will not be answered unless the respondent has informed the interviewer, prior to the interview, that they expect to receive an emergency call.
- No audio or video recording is permitted at the SIS® interview unless authorized with prior approval by DBHDS for training purposes and with the individual's informed consent.
- During the interview, it is the responsibility of the interviewer to ask questions and the responsibility of respondents to answer questions in order to ensure that accurate and complete information is reflected in the results.
- The interviewer will ask additional questions to ensure they have a clear picture of the supports needed for the individual. If a difference of opinion emerges, the interviewer, based on their knowledge of the SIS®, will make a determination of the appropriate rating based on the reports from respondents. It is the respondent's responsibility to accurately and honestly describe needed/provided supports –not to identify rating numbers.
- To's and For's should be identified for this coming plan year only, additional or replacement T/Fs will be addressed at subsequent ISP meetings.
- At least 2 primary respondents must remain for the entire interview.
- The Respondent Signature form for the Virginia Interview Standard Operating Procedures Checklist will be signed by everyone at the interview immediately following the session. If a respondent must leave before the interview has ended, they will sign the form before leaving.